



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>884-DSA</b>
ANALYST'S INITIALS	<b>LC</b>
DATE	<b>6-15-10</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Staff Services Manager I</b>	POSITION NUMBER 720-555-4800-901	TENURE <b>PERMANENT</b>	TIME BASE <b>Full-Time</b>	CBID <b>S-01</b>
OFFICE OF <b>Fiscal &amp; Legislative Unit</b>	LOCATION OF POSITION (CITY or COUNTY) <b>Sacramento, CA</b>		MONTHLY SALARY <b>\$5,079</b>	
SEND APPLICATION TO:  Division of State Architect 1102 "Q" Street, Suite 5100 Sacramento, CA 95811  Attn: Salina Hernandez	REPORTING LOCATION OF POSITION <b>1102 "Q" Street, Suite 5100, Sacramento</b>		TO <b>\$6,127</b>	
	SHIFT AND WORKING HOURS <b>DAYS - 8 am – 5 pm</b>			
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	PUBLIC PHONE NUMBER <b>(916) 445-8100</b>	PUBLIC PHONE NUMBER ( ) -	POST & BID FILE BY:	
SUPERVISED BY AND CLASS TITLE <b>Dale Kuroda, Staff Services Manager II</b>			FILE BY <b>7/2/10</b>	

**Please indicate RPA #884 on your state application.**

\*\*\* The Department of General Services is impacted by the Governor's imposed furlough, resulting in three mandatory furlough days a month. Each employee shall be required to take off the first, second and third Friday of each month starting August 7, 2009 **off without pay**. This furlough will be imposed for 12 months and is expected to end at the completion of the June, 2010 pay period. The amount of the three furlough days will be approximately a 13.85% salary reduction from the base salary rates stated on the Employment Opportunity bulletin\*\*\*

**PLEASE NOTE: CANDIATES WHO HAVE KNOWLEDGE AND EXPERIENCE OF BUDGET AND FISCAL FUNCTIONS ARE HIGHLY ENCOURAGED TO APPLY.**

### SELECTION CRITERIA - -

- Please submit a completed State Application (STD 678) and resume to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

### DUTIES

The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

### ESSENTIAL FUNCTIONS

**For an Essential Function duty statement, please contact Salina Hernandez via email @ [Salina.Hernandez@dgs.ca.gov](mailto:Salina.Hernandez@dgs.ca.gov)**

**All duties are deemed Essential; there are no Marginal Functions.**

<b>CLASS TITLE</b> Staff Services Manager I	<b>POSITION NUMBER</b> 720-555-4800-901	<b>RPA NUMBER</b> 884-DSA	<b>FILE BY</b> 7/2/10
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### **KNOWLEDGE AND ABILITIES**

*Knowledge of:* Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet those objectives.

*Ability to:* Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

### **DESIRABLE QUALIFICATIONS**

- Good attendance record.
- Experience in planning and directing the work of subordinate staff.
- Working knowledge of the DGS Activity Based Management System.
- Working knowledge of the state contracting process.
- Excellent verbal and written communication skills.

### **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Professional office environment, business dress according to current policy.
- Requires ability to effectively handle stress and deadlines.
- Oral and written communication skills.
- Proficiency using a personal computer and related software.
- Ability to give formal presentations.